

**PLEASE POST**

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# **Sanitation Enforcement Officer**

- Part-Time Position: 17.5 hrs. per week
- Provisional Appointment Pending Civil Service Exam
- Annual Salary: 19,184

**GENERAL DESCRIPTION OF DUTIES:** This work involves the investigation of violations and complaints, made by the public as well as other City departments, of the City Sanitation Ordinance and the NYS Property Maintenance Codes. Issues citations for violations. Maintains records, prepares reports and testifies at court proceedings.

## **REQUIREMENTS TO APPLY:**

Graduation from high school or possession of a high school equivalency diploma and either:

- A. Certification as a Code Enforcement Technician issued by the NYS Department of Codes, OR;
- B. One year of experience which shall have included preparing complaints, Issuing tickets, conducting investigations or preparing court related documents, OR;
- C. Any sufficient combination of training and experience as indicated above.

**Applications available through 9/28/15 at  
Newburgh Civil Service Office  
City Hall 83 Broadway  
Newburgh, NY 12550  
Or, on-line at [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov)**

**CITY OF NEWBURGH - AN EQUAL OPPORTUNITY EMPLOYER**